

# **\*\* JOB AVAILABLE \*\***

## **PART-TIME LIBRARY PAGE AT THE WEST HARTFORD PUBLIC LIBRARIES**

**(Position may include shifts at any of the 3 West Hartford Library Branches)**

### **DESCRIPTION & DUTIES:**

Primary duties include shelving library materials, moving collections, emptying book drop, maintaining order of shelves, helping set up and break down program room with tables and chairs, picking up toys, books and magazines at the end of a shift and working on special projects as assigned.

### **KNOWLEDGE & ABILITIES:**

Ability to work independently, quickly and accurately.

Ability to understand and carry out oral and written directions.

Willingness to follow a prescribed routine.

Ability to file items both alphabetically and according to the Dewey Decimal System following standard filing rules.

Ability to get along well with others and to work with both tact and courtesy.

Ability to be a team player with a positive attitude.

Ability to read English at a high school level.

Desired: Ability to speak a language other than English

### **SCHEDULE:**

8-12 hours weekly (may vary)

Flexibility required. Need to be available during open hours of library--meaning occasional shift during mornings, afternoons, nights and sometimes Saturdays or Sundays.

This is an all year position.

### **QUALIFICATIONS:**

Must be at least 16 years old

**SALARY:** \$10.10 per Hour (Connecticut Minimum Wage)

**ASK AT CIRCULATION DESKS in any of the Library BUILDINGS FOR:**  
Application

**\*\*Applications will be reviewed as received\*\***

**\*\*DEADLINE: 5 PM on June 30\*\***